



Planning & Development Department



PLAN OF DEVELOPMENT PROCESS

INTRODUCTION & PURPOSE

The Plan of Development process is required for all zoning districts that have Planned Development (P.D.) Overlay zoning. The Plan of Development involves a site plan, Narrative Report, and other supporting documentation. Approval of a Precise Plan of Development is required before any development of property designated with the "P.D." Overlay can occur.

The principal purpose of the Planned Development (P.D.) Overlay zoning district is to "establish a basic set of conceptual parameters for the development of land and supporting infrastructure, which is to be carried out and implemented by precise plans at the time of actual development. Conceptual plans should describe the general land use concept being proposed, along with information necessary to identify the nature, scale, intent and impact of development. Precise plans shall refine the concept proposal to a detail level of actual development."

The use, height, yard, intensify of use, parking, loading and unloading, and any additional regulations shall remain the same as specified in the primary zoning district.

P.D. Overlay Zoning may be added to any application by either the Planning and Zoning Commission or by the Board of Supervisors without a petition or other notice, as part of the process.

PROCESS

Before development of any property designated with the "P.D." Overlay can occur; a Precise Plan of Development shall be submitted and approved by the Board of Supervisors, upon review and recommendation by the Planning and Zoning Commission.

Review and approval of a Plan of Development may be completed as either one process (direct submittal of a Precise Plan of Development) or as two separate processes (submittal of a Concept

Plan of Development and a later submittal of a Precise Plan of Development). Both the Concept plan and the Precise plan follow the same process.

A Special Use – Plan of Development, a Unit Plan of Development, or a Preliminary Plat for a conventional single-family detached subdivision may be substituted for the required Precise Plan.

Please note that although a Precise plan should be generally consistent with the approved Concept plan (if applicable), approval of a Concept Plan of Development does not guarantee approval of a Precise Plan of Development.

FILING AN APPLICATION

To submit an application, the following information is required (specifics for each item are included in the application packet):

1. A completed and signed application form. A "Property Owner Authorization" form must also be completed if the applicant is not the property owner.
2. Verification of ownership of the site, such as a recorded deed or a title report.
3. Application fees for Planning, MCDOT, Flood Control and Environmental Services.
4. Photographs of the site and adjacent properties.
5. Plan of Development (also known as a Site Plan).
6. Narrative Report, describing the request, justification for the request, property and area conditions, potential impacts, proposed improvements, services, utilities, etc.
7. Other information such as building elevations and details, sign details, language plans, a drainage report and/or a traffic impact study.



Planning & Development Department



PLAN OF DEVELOPMENT PROCESS

TECHNICAL ADVISORY COMMITTEE

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of the Technical Advisory Committee (TAC). Staff will then schedule the request for review by TAC (see attached schedule), and notify you of the actual date and time that your request is scheduled.

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Flood Control and Environmental Services departments, as well as representatives from any other County department, fire district, school district, City or Town, homeowner's association, or other interested party that is in close proximity or has jurisdiction over the site. You, or your representative, are required to attend the TAC meeting.

POST-TAC REVIEW

Depending on the comments received at TAC, the application materials (such as the Plan of Development/site plan or Narrative Report) may need revisions. The applicant must submit revised materials, reflecting the TAC comments, to the Planning Department, which will forward the revised materials to the appropriate agencies. Once staff is satisfied that the technical requirements have been met (more than one resubmittal may be necessary), the request will be scheduled for public hearing by the Planning and Zoning Commission. Staff will also make any necessary notices and prepare a staff report. Please note that compliance with comments from TAC and/or staff does not guarantee that the application may be supported or recommended for approval by staff or the Planning and Zoning Commission, or be approved by the Board of Supervisors.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission will hold a public meeting for all interested persons wishing to comment on the proposed Plan of Development. The applicant must attend this meeting, and will be asked to comment on the application, the staff report and/or any comments that are made during the public hearing. The Planning and Zoning Commission will make a recommendation for approval or denial of the request. Their recommendation may or may not concur with staff's recommendation, and may include additional requirements.

BOARD OF SUPERVISORS

The Maricopa County Board of Supervisors will hold a public meeting for all interested persons wishing to comment on the proposed Plan of Development. The Board of Supervisors will ultimately vote to approve, conditionally approve (with stipulations) or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning Commission and/or staff.

POST-BOARD OF SUPERVISORS ACTIVITY

Once a Precise Plan of Development has been approved by the Board of Supervisors, the applicant may then obtain a Zoning Clearance and Building Permit as long as the property is in compliance with the Maricopa County Zoning Ordinance and any stipulations of approval.

APPEALS OF ADMINISTRATIVE DECISIONS

In accordance with ARS §11-810 and §11-811, you may appeal any exaction or dedication required by an administrative decision of County staff to a Hearing Officer for their review and determination. For additional information please contact staff.